

**CALIFORNIA ARTS COUNCIL
GRANT INVOICE INSTRUCTIONS**

CAC-590 is used to request payments for CAC grants. **NOTE: Before using, please reproduce this form for future invoicing purposes.**

PART A - GRANT INFORMATION

Complete all lines. Check the type of request for which you are invoicing.

PART B – 90% PAYMENT

Complete Part B if you are requesting a payment for 90% of the grant award. To calculate your payment amount, multiply your grant award amount by 90%.

PART C - FINAL 10% PAYMENT

Complete Part C if you have done **ALL of the following**:

1. Expended **all** the amounts stipulated in the grant agreement. (If grant has a stipulation for matching funds, the matching expenditures must also be expended.)
2. Submitted (or attached) a final report. (Reporting requirements are outlined in the *Grant Agreement Terms and Requirements*.)
3. Submitted (or attached) the "NEA Grants Activity Survey".

CERTIFICATION

Original signature is required. Please do not use a black ink pen when signing. Photocopies will be returned. If phone number space is not completed, questions on invoice will be returned in writing. This will cause delays in processing.

IF YOU HAVE QUESTIONS ABOUT HOW TO COMPLETE THIS FORM CALL BARBARA CAMPBELL AT (916) 322-6387 OR FRANCELLE EICH AT (916) 322-3371.

MAIL INVOICE TO:

CALIFORNIA ARTS COUNCIL
ACCOUNTING SECTION
1300 I STREET, SUITE 930
SACRAMENTO, CA 95814

CALIFORNIA ARTS COUNCIL INVOICE FOR GRANT PAYMENTS

PART A - GRANT INFORMATION:

DATE: _____

GRANT NUMBER: _____

GRANTEE'S NAME/ADDRESS: _____

GRANT PERIOD: _____

TYPE OF REQUEST:

90% PAYMENT ☐

FINAL 10% PAYMENT ☐

PART B – 90% PAYMENT:

GRANT AWARD \$ _____ X 90% = TOTAL PAYMENT REQUEST \$ _____

PART C - FINAL 10% PAYMENT:

To qualify for release of the final 10% payment, you must have completed **ALL of the following:**

- ☐ Expended all the amounts stipulated in the grant agreement. (If grant has a stipulation for matching funds, the matching expenditures must also be expended.)
- ☐ Submitted (or attached) a final report. (Reporting requirements are outlined in the *Grant Agreement Terms and Requirements*.)
- ☐ Submitted (or attached) the "NEA Grants Activity Survey".

FINAL PAYMENT AMOUNT REQUESTED \$ _____

CERTIFICATION:

"I hereby certify under penalty of perjury that this report is in accordance with the grant approved by and the standards of the California Arts Council, and that payment has not been previously received for the amount claimed herein."

AUTHORIZED OFFICER (PRINT)

PREPARER'S PRINTED NAME

AUTHORIZED OFFICER (SIGNATURE)***

PHONE NUMBER

***DO NOT USE BLACK INK

FOR CAC ACCOUNTING USE ONLY:

FY _____ FUND _____ CODING _____ SCHEDULE _____

FY _____ FUND _____ CODING _____ SCHEDULE _____

PROGRAM SIGNATURE
(Final payment only)

DATE

ACCOUNTING SIGNATURE

DATE

INSTRUCTIONS FOR COMPLETING THIS FORM ON REVERSE SIDE